

GRANT APPLICATION GUIDE

PROGRAM STREAM: BUILDING ECONOMIC DEVELOPMENT CAPACITY

1. About the Program

The **ETSI-BC Building Economic Development Capacity Program** provides non-repayable grants on a scheduled 'intake basis' to support strategic investments to build economic capacity of small communities and support economic development projects that will have long-lasting and measurable benefits for the Southern Interior.* Project types:

- Small Scale Projects (up to \$15K) - priority given to communities with less than 5,000 population
- Large Scale Projects (up to \$50K) – priority given to communities with less than 25,000 population
- Collaborative/Regional Projects – priority given to collaborative projects between First Nations and local governments (regional focus and/or First Nations/local government collaboration)

2. Program Objectives

In this program, we prioritize smaller/rural and First Nations communities to build economic development capacity and we support regional partnerships in economic development throughout the Southern Interior. We hope to serve as a catalyst for new economic development initiatives, and we know that sometimes a community needs a first-in funder to seed projects and encourage other funders. Our goal is to:

- Enhance the capacity of Southern Interior communities to fulfill their economic development aspirations and knowledge.
- Support local and regional economic development projects within the Southern Interior.
- Facilitate strategic partnerships and encourage collaboration between communities and economic development agencies.

3. Who Can Apply

Applicants must either be located in or serve the Southern Interior service region of BC. You are not eligible to apply if you are a private individual or a for-profit private sector business (including but not limited to corporations, partnerships, joint ventures and sole proprietorships):

- Local governments (municipalities and regional districts) and their associated economic development organizations
- First Nations communities and their associated economic development organizations
- Non-Profit Business Support organizations serving the region, such as:

*Wherever we are referring to the Southern Interior we mean the [ETSI-BC service area](#).

- Industry Associations
- Accelerators and Cooperative Groups

4. Sector/Area Focus

The following are key sector targets for ETSI-BC grant funding support:

- Agriculture
- Energy
- Forestry/Pine Beetle Recovery
- Mining
- Transportation
- Tourism/Sport
- Small Business/Entrepreneurship
- Economic Development
- Technology/Innovation
- Environmental Sustainability

5. Project Types

Applicants select between three project types – Small Scale, Large Scale and Collaborative/Regional.

Small Scale Projects (Max grant \$15,000 per project)

This program is intended to provide capacity to smaller and First Nations communities for economic development research and planning. Only projects in communities with populations of 25,000 or less are eligible. Applicants may be eligible for up to \$15,000. Projects in communities with populations of less than 5,000 may receive up to 100% funding, although leveraging of additional funding is encouraged. Projects in communities with populations between 5,000 and 25,000 may receive up to 50% funding, to a maximum of \$15,000. Should the funding intake be oversubscribed, priority will be given to eligible projects in smaller communities and projects with higher leveraging.

SMALL SCALE PROJECT TYPE	EXAMPLES
Economic Development Planning and Research	<ul style="list-style-type: none"> ● Community Economic Development Plan ● Community consultation/engagement ● Community branding/marketing plan ● Community/downtown revitalization plan ● Economic development research; feasibility studies ● Grant Writing support
Business Attraction, Retention and Expansion	<ul style="list-style-type: none"> ● Business retention strategy ● Business diversification strategy ● Business recruitment strategy ● Business incubation strategy/plan ● Business surveys/business walks

Industry / Work Force Engagement	<ul style="list-style-type: none"> • Industry cluster analysis • Industry Sector/supply chain analysis • Workforce analysis/attraction strategy
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Large Scale Projects (Max grant \$50,000 per project)

This program is intended to provide seed funding to assess, initiate or implement economic development projects. Applicants may be eligible for up to \$50,000 to a maximum of 50% of the project budget. Should the funding intake be oversubscribed, priority will be given to eligible projects in First Nations communities and other communities with populations of less than 25,000 and projects with higher leveraging.

LARGE SCALE PROJECT TYPE	EXAMPLES
Business Diversification	<ul style="list-style-type: none"> • Pre/Feasibility studies for industry attraction • Capital Investment Analysis • Business development campaign • Resident/employee attraction • Business Incubator • Marketing economic opportunity/investment • Opportunity for investment
Key Industry Sector Development	<ul style="list-style-type: none"> • Establish a business incubator • Support agri-business; farmers market • Cluster development – sector attraction or supply chain development • Expand secondary wood manufacturing • Support circular economy initiatives – recyclables/renewables • Support green/net zero initiatives
Community Revitalization	<ul style="list-style-type: none"> • Implement a shop local campaign • Implement a beautification/facade improvement program • Improve a community-based facility for increased use/access

Collaborative/Regional Projects (Max grant \$50,000 per project)

This program is intended to provide funding to assess, initiate or implement economic development projects which have a regional focus. Priority is given to collaborative economic development projects between First Nations and local/regional governments. Applicants may be eligible for up to \$50,000 to a maximum of 60% of the project budget. Collaborative partners must each contribute financially to the project. Should the funding intake be oversubscribed, priority will be given to projects with higher leveraging.

6. Ineligible Projects

The following projects are not eligible for funding:

- Health studies
- Education facilities and infrastructure
- Religious institutions
- Activities which do not comply with local, provincial or federal legislation
- Major sponsorships of events in which ETSI-BC is not directly involved
- Political donations
- Controversial initiatives with moral, social, religious or public safety concerns
- Projects that primarily fund social initiatives (signs, trails, pedestrian bridges, etc.)
- Projects that benefit a narrow geographic area or have a limited impact.
- Projects where the primary economic impact is the construction of the project.
- Projects that fund community infrastructure that would normally be funded by government, for example: roads, water and sewer projects, recreational facilities, health or education facilities and social housing.

7. Eligible and Ineligible Costs

Small Scale Projects: Costs which are **eligible** for funding through this stream include:

- project-related contractor or professional consulting fees and travel expenses
- project-related technology - computer, communications and audio or video equipment rental
- marketing or promotion-related costs, collateral, and outreach (e.g., awareness program)
- third party project-related administrative costs, including reports, printing, postage, or data

Large Scale and Collaborative/Regional Projects: Costs which are **eligible** for funding through this stream include:

- project-related contractor or professional consulting fees and travel expenses
- consultant invoiced project-related admin costs
- marketing or promotional collateral
- cost of labour, materials or supplies for project-related capital expenditures

Ineligible Costs

Costs which are not eligible for grant funding include the following:

- Wages for existing staff or staff funded through other government programs
- Supplementary wages/contract fees on an existing contract

- Office equipment (i.e., desk, computer, cell phone)
- Living expenses or car allowance
- Hospitality costs – meals or alcohol
- Purchase of equipment or tools
- Costs incurred prior to the project approval date set out in the contribution agreement
- Costs not specifically approved in the project budget

In-kind contributions are not eligible for funding or reimbursement but can be included in the total project costs and therefore included in the leveraged dollar calculation. They should be noted in the Project Participant section of the application to demonstrate commitment from other partners.

8. Economic Benefits/Key Performance Indicators

Each economic development project must propose economic benefits that add value to the people, businesses and communities across the region. The following Key Performance Indicators (KPI's) are measures of economic benefit and are considered in the application assessment. KPI's will be detailed in the funding agreement and inform the applicants final report.

- The project leads to a new economic development initiative.
- Implementation of the project will generate increased revenues to support sustainability.
- The project provides broad regional economic impact(s).
- The project enhances business performance.
- The project leads to new job creation or job retention.
- New products/services will be marketed outside the ETSI-BC region.
- New products/services will be provided within the local/regional economy.
- The project involves multiple groups and community collaboration.
- The project shows leveraging of ETSI-BC funding from the applicant and/or other funders.
- There are direct economic benefits to the community, local governments and/or First Nations as a result of the project.

9. Assessment Criteria

To optimize business and community impact, applications will be assessed based on the following criteria:

- Co-ordination with the economic development function in your community
- Leverage of other funding
- Quality of workplan
- Prospective organization's capacity to manage staff/oversee project
- Number of new positions created/maintained and number of businesses assisted

- Diversity and equity impact
- Identified need/opportunity
- Collaboration with other organizations, including local First Nations and regional impact
- Direct economic benefit to local governments and First Nations

10. Project Communication and Reporting

Applicants will be required to agree to the following communication and project reporting activities as a condition of grant approval.

- Provide confirmation of successful completion
- Provide an interim report and submit an interim claim for Large Scale Projects
- Provide a final report and submit a final claim with associated expense receipts
- Participate in program review calls/meeting from time to time as requested by ETSI-BC

11. Application Process

Intakes will be announced as they come available and will usually be open for submissions for at least 4 weeks. As the new ETSI-BC process becomes more mature, the intake open dates and deadlines will be announced further and further in advance. Generally, the process will follow these steps:

1. Applicant may contact ETSI-BC to discuss the proposed project scope and potential alignment with the grant funding program. Contact information is available online at the ETSI-BC website, www.etsi-bc.ca
2. The applicant completes a funding application and submits the application on the ETSI-BC Grant Application Portal. All supporting information must be submitted electronically.
3. If requested by ETSI-BC, applicants may need to provide confirmation of all other sources of project funding prior to ETSI-BC entering into a contribution agreement.
4. ETSI-BC staff conduct preliminary due diligence of the application and forward the funding request to the Regional Advisory Committee(s) for review and recommendation for approval.
5. Following the Regional Advisory Committee(s) meeting, ETSI-BC staff will notify the applicant of the decision by email.
6. A contribution agreement (enabling ETSI-BC to disburse funding for the project) will be provided to the applicant for signature once the applicant has provided documentation confirming of all other funding sources in writing to ETSI-BC.
7. Upon project completion, the applicant will report on the Key Performance Indicators specific to the approved project.
8. Disbursements will be subject to satisfaction of all conditions being met including proof of funding from other sources.

Questions? Contact: grants@etsi-bc.ca, www.etsi-bc.ca

Sample Application Questions on Grant Application Portal

1. Project Overview and Rationale:

Provide a concise description and rationale for the project. Includes primary sector, target location and demographic, type of project (economic development planning & research or business attraction, retention & expansion or industry/workforce development), and projected economic benefits.

2. Key Performance Indicators

Identify the expected outcomes of your project as per the following required Key Performance Indicators. These will be incorporated into your funding agreement as reporting targets to demonstrate the project's direct economic benefits.	
New Investment in community	\$
Incremental revenue / economic activity	\$
Existing businesses retained	# businesses
New businesses attracted / incubated	# businesses
Jobs created / maintained	# jobs
Other indicators (please specify)	\$/# [identify type of benefit]

3. Diversity

How will this project encourage a strong sustainable economy that works for everyone by ensuring it is inclusive of diverse groups in your community, including women, Indigenous people and people of colour. Has your project been reviewed using a Gender-Based Analysis+ (GBA+) Lens?

4. Project Participants

Includes type of organization, its name, contact name and title.

5. Required Support from Community's Primary Economic Development Function

Application asks if your primary role in your community is in economic development. If no, you will be asked to describe how you have coordinated your project with the economic development function in your community. Please include their name, organization name and contact information.

6. Project Plan

Breakdown of activities, with detail, and estimated completion date. Minimum of three activities.

7. Required Confirmations

- The information is accurate and complete, and that the project proposal, including plans and budgets, are fairly presented.
- Once funding is approved, changes to the project will require prior approval of ETSI-BC.
- Information provided in the application form may be shared with the appropriate Regional Advisory Committee(s), Board Members, staff, consultants and/or the public in the ETSI-BC Annual Report and other publications.

- Authorization for ETSI-BC to make enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in the organization's field of activities, to collect and share information with them, as ETSI-BC deems necessary, in order to reach a decision on the application, to administer and monitor the implementation of the project and to evaluate results after project completion.
- Agreement to submit project updates, financial reporting and photos as required by ETSI-BC on the funded project. Authorization for ETSI-BC to use photos and information about the project on their website and in their publications.
- Agreement to publicly acknowledge funding and assistance by ETSI-BC.
- Affirmation that the organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.
- Name and email of authorized signatory.

8. Total Project Budget and ETSI-BC Funding Request

Total Project Budget and ETSI-BC Funding Request

i NOTE: A more detailed project budget spreadsheet may be attached to this application, but the totals must be consistent with this table. Quotes or Proposals may be attached to this application as further back-up if desired.

Budget

Description	Total Project Amount	Portion to be Funded by ETSI-BC	Quote Attached?
Incremental Staff Expenses	\$15.00	\$15.00	Please Select ▼
Consulting Fees / Contractor Costs	\$0.00	\$0.00	Please Select ▼
Research / Data	\$0.00	\$0.00	Please Select ▼
Marketing / Promotion	\$0.00	\$0.00	Please Select ▼
Travel Expenses	\$0.00	\$0.00	Please Select ▼
Supplies / Materials	\$0.00	\$0.00	Please Select ▼
Other (specify)	\$0.00	\$0.00	Please Select ▼
Total	\$15.00	\$15.00	

Other Funding Sources and In-Kind Contributions (if applicable)

Name of Organization	Contact Name	Title	Cash/In-Kind	Funding Amount	Funding Confirmed?
				\$0.00	

+

Totals

i NOTE: The Total Project Budget amount must match the amount of all sources including ETSI-BC and other funding sources.

Total Project Budget	Total Requested/Funding Sources
\$15.00	\$15.00